



**Carlos Jackson**  
Executive Director

**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office  
2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • www.lacdc.org

**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, MARCH 24, 2004  
12:00 NOON  
2 CORAL CIRCLE  
MONTEREY PARK, CALIFORNIA 91755  
HOUSING AUTHORITY HEADQUARTERS  
(323) 890-7001**

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**1. Call to Order:**

**2. Roll Call:**

**Treneatra Farmer – Chair**  
**Henry Porter – Vice-Chair**  
**Chris Amegatcher**  
**Severyn Aszkenazy**  
**Phillip Dauk**  
**Dr. Lynn Caffrey Gabriel**  
**Felicia Mollinedo**  
**Andrew Nguyen**

**3. Reading and Approval of the Minutes of the Previous Meeting:**

Regular Meeting of February 25, 2004.

**4. Report of the Executive Director:**

**5. Status Report on Section 8 Portability – Rebecca Craigo**

**6. Staff Presentation on Tenant Termination/Mutual Termination – Jim Becker**

**Regular Agenda**

**7. Approval of Housing Authority Agency Plan for 2004-2008, including the 2004-2005 Annual Plan.** Recommendation: Approve the Housing Authority Agency Plan consisting of a Five Year Plan for Fiscal Years 2004-2008 and an Annual Plan for Fiscal Year 2004-2005; and authorize the Executive Director to execute all documents required to receive from the U.S. Department of Housing and Urban Development (HUD) a total of \$5,768,891 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 1,337



housing units at six Conventional Public Housing Program developments, as described in the Agency Plan.

8. **Housing Commissioner Comments and Recommendations for Future Agenda Items.** Housing Commissioners may provide comments or suggestions for future agenda items.
9. **Public Comments.** The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the above address. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [Marisol.Ramirez@lacdc.org](mailto:Marisol.Ramirez@lacdc.org) , from 8:00 a.m. to 5:00 p.m. Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 25, 2004

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file in the central office of the Housing Authority.

The meeting was called to order by Chair Treneatra Farmer at 12:14 p.m.

<b>ROLL CALL</b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Chris Amegatcher	X	
Severyn Aszkenazy	X	
Phillip Dauk	X	
Treneatra Farmer	X	
Lynn Gabriel	X	
Felicia Mollinedo	X	
Andrew Nguyen	X	
Henry Porter, Jr.	X	

**PARTIAL LIST OF STAFF PRESENT:**

Bobbette Glover, Assistant Executive Director  
Rebecca Craigo, Director, Assisted Housing Division  
Marie Quon, Assistant Director, Assisted Housing Division  
Maria Badrakhan, Director, Housing Management Division  
Kevin Fulton, Manager, Housing Management Division  
Arlene Black, Manager, Housing Management Division  
Geoffrey Siebens, Manager, Construction Management Division  
Jim Becker, Manager, Assisted Housing Division  
Michael Popwell, Consultant, Economic Redevelopment Division  
Theresa Wesson, Analyst, Office of Executive Management  
Robert Romanowski, Architectural Engineer Specialist, Construction Management

**PARTIAL LIST OF GUESTS PRESENT:**

Victoria Lujan, Resident, Francisquito Villa Apartments.

### Reading and Approval of the Minutes of the Previous Meeting

Chair Farmer moved that the following corrections be made: **The Chair, Treneatra Farmer, called the meeting to order. The approved Minutes were for the meeting of December 17, 2003.** On Motion by Commissioner Dauk and seconded by Commissioner Porter, the corrected Minutes of the Regular Meeting of January 28, 2004 were approved.

### Agenda Item No. 4 - Report of the Executive Director

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover welcomed everyone to the Francisquito Villa senior housing development. Arlene Black, Housing Manager, introduced staff and gave a brief history of the site.

Bobbette Glover announced that Statement of Economic Interest forms have been distributed. The signed forms must be returned by March 18, 2004, to Lourdes Moreno in Human Resources. Failure to submit the forms may result in a fine being assessed on the Housing Authority.

The subcommittee formed to review these policies was unable to meet in February due to scheduling conflicts. The policies will be presented at a future meeting.

Bobbette Glover extended an invitation to the Housing Commissioners to attend the County of Los Angeles Sixth Annual Multicultural Conference on March 31 and April 1, 2004. Reservations can be made by contacting Alice Moyer or Marisol Ramirez in the Executive Office.

Becky Craigo reported on the Los Angeles Times article dated February 23, 2004, regarding the over-issuance of Section 8 Program Vouchers by the City of Los Angeles Housing Authority and the negative impact on participants and housing authorities.

Bobbette Glover reported on the disposition of Ujima Village. On February 8, 2004, the Housing Authority received Statements of Qualifications from five agencies to acquire, rehabilitate, own and manage Ujima Village. The Statements of Qualifications were unacceptable due to incomplete documentation, and a new Request for Qualifications process will be conducted.

### Agenda Item No. 5. Quarterly Contract Status Report

Geoffrey Siebens and Robert Romanowski presented the Quarterly Contract Status Report and addressed concerns expressed by Commissioner Porter.

Agenda Item No. 6. Report on Lease Agreement Language Regarding Cable Wiring

Geoffrey Siebens reported back to Commissioner Amegatcher concerning language in the standard Public Housing Lease Agreement regarding acceptable wiring for satellite cable systems. The language will be modified to reflect a "flat cable" description. Bobbette Glover presented Commissioner Aszkenazy with a plaque of recognition and appreciation for serving as Chair during the 2003 calendar year.

**Regular Agenda**

**On Motion by Commissioner Porter, seconded by Commissioner Mollinedo and unanimously carried, the following was approved by the Housing Commission:**

APPROVE IMPLEMENTATION OF LIVING WAGE PROGRAM POLICY FOR THE  
COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners approve implementation of a Living Wage Program policy, which requires that firms contracting with the Housing Authority for certain services, as determined by the Executive Director, to pay a living wage that is consistent with the living wage standard implemented by the County of Los Angeles.
2. Recommendation that the Board of Commissioners authorize the Executive Director to implement the Living Wage Program policy, so as to apply to all solicitations published on or after May 1, 2004, and to implement future changes to the Living Wage Program policy to remain consistent with the County standard.

**On Motion by Commissioner Dauk, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:**

RESOLUTION APPROVING APPLICATION FOR DISPOSITION OF THE 85<sup>TH</sup> AND  
MIRAMONTE HOUSING DEVELOPMENT IN UNINCORPORATED  
LOS ANGELES COUNTY  
AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that submission of an Application for Disposition of the vacant property, known as the 85<sup>th</sup> and Miramonte Housing Development, located at the southwest corner of East 85<sup>th</sup> Street and Miramonte Boulevard in unincorporated Los Angeles County, is categorically excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the provisions of the California Environmental Policy Act (CEQA), as described herein, because the proposed application will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution authorizing the Housing Authority to prepare and

submit to the U.S. Department of Housing and Urban Development (HUD) an Application for Disposition, which will permit the Housing Authority to dispose of the property.

3. Recommend that the Board of Commissioners instruct the Executive Director to prepare and submit to HUD the Application for Disposition and adopted Resolution, and to execute all related documents, following approval as to form by County Counsel.

**On Motion by Commissioner Aszkenazy, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:**

AWARD REFUSE REMOVAL SERVICES CONTRACT FOR  
CARMELITOS HOUSING DEVELOPMENT  
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners find that refuse removal services to be performed at the Carmelitos housing development located at 1000 Via Wanda in the City of Long Beach, are excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because these services do not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute the contract, and to use for this purpose \$269,961.12 in Conventional Public Housing Program funds provided by the U.S. Department of Housing and Urban Development (HUD), effective April 1, 2004.
3. Recommend that the Board of Commissioners authorize the Executive Director to use up to \$15,000 in Conventional Public Housing Program funds to pay for any adjustments for landfill assessments or recycling taxes, for the purposes described above.

**On Motion by Commissioner Aszkenazy, seconded by Commissioner Dauk and unanimously carried, the following was approved by the Housing Commission:**

CONSTRUCTION CONTRACT FOR DWELLING STRUCTURE IMPROVEMENTS AT  
THE 88<sup>TH</sup> & BEACH HOUSING DEVELOPMENT  
AGENDA ITEM NO. 10

1. Recommend that the Board of Commissioners find that the completion of kitchen remodeling, and floor and window replacement at the 88<sup>th</sup> and Beach Street family housing development, located at 8739 Beach Street, in unincorporated Los Angeles County, is excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the California Environmental

Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$78,000, to Torres Construction and authorize the Executive Director of the Housing Authority to execute issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$78,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein.
4. Recommend that the Board of Commissioners authorize the Executive Director to approve contract change orders, not exceeding \$15,600 in CFP funds, for unforeseen project costs.

**On Motion by Commissioner Mollinedo, seconded by Commissioner Porter and unanimously carried, the following was approved by the Housing Commission:**

AUTHORITY TO ENTER INTO A 90-DAY NEGOTIATION PERIOD FOR 30-YEAR  
CAPITAL LEASE ACQUISITION AGREEMENT FOR OFFICE AND FACILITIES  
SPACE FOR THE HOUSING AUTHORITY AND THE COMMISSION  
AT 12009 TELEGRAPH ROAD, CITY OF SANTA FE SPRINGS  
AGENDA ITEM NO. 11

Recommend that the Board of Commissioners authorize the Executive Director to enter into a 90-day negotiation period with Sonnenblick Del Rio Real Estate Development Company (SDR), for a 30-year capital lease acquisition agreement for 12009 Telegraph Road in the City of Santa Fe Springs to provide approximately 131,500 square feet of office space, support facilities and appurtenant parking at an annual net rental rate of approximately \$1,972,500, for future approval of the Board.

Agenda Item No. 12. Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Mollinedo suggested the following: plan a visit to the proposed new office space in Santa Fe Springs, following Board approval to proceed; report back to the Housing Commission on the Project Self-Sufficiency Program timeline; report back to the Housing Commission on the process for tenants relocating while receiving assistance under the Section 8 Program.

Commissioner Porter suggested the following: consider installing individual security mail boxes when constructing new housing developments to safeguard against identity theft; report back to the Housing Commission on contract language used regarding the

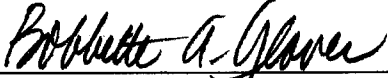
removal of refuse from housing developments, particularly the hours of removal and condition of equipment.

Agenda Item No. 13. Public Comments

Victoria Lujan, Francisquito Villa Resident, expressed concerns regarding her son being denied public housing based on his income. Staff will meet with Ms. Lujan to discuss her concerns.

The next scheduled meeting of the Housing Commission will be held at 2 Coral Circle, Monterey Park on Wednesday, March 24, 2004 at noon.

On Motion by Commissioner Porter, the Regular Meeting of February 24, 2004, was adjourned at 1:43 p.m.

  
for CARLOS JACKSON  
Secretary - Treasurer



**FOR YOUR INFORMATION ONLY**

March 24, 2004

TO: Housing Commissioners  
FROM: Rebecca L. Craigo, Director  
Assisted Housing Division



**SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update**

The FSS Program held participant workshops on February 13, 2004, and February 28, 2004. Both workshops were held at the Housing Authority County of Los Angeles' (HACoLA) Santa Fe Springs office. The workshops' objective was to introduce FSS representatives, review HACoLA's new income packet, and collect income information from participants. During these workshops, an FSS representative met individually with each participant to discuss income changes, supportive services needed, and answer questions regarding housing. Thirty of the ninety-six participants in attendance inquired about graduation, FSS contract extensions, and escrow accounts.

On February 17, 2004, FSS staff attended a meeting at the Partners for Progress office in Whittier to discuss two upcoming events – the *Partners for Progress Resource Fair* and the *Partners for Progress Job Fair*. FSS plans on having a resource booth at both events. The resource booth will provide information and written material on local community services.

As mentioned on February 25, 2004, Housing Commission report, the *Partners for Progress Community Resource Fair* was held on Wednesday, March 17, 2004, from 10:00 am to 1:00 pm at the Southeast Area Social Services Funding Authority's (SASSFA) business facility located at 9825 Painter Avenue, in the City of Whittier. The second event, *Partners for Progress Community Job Fair* will be Thursday, May 20, 2004, from 10:00 am to 2:00 pm at the Community Resource Center's (CRC) office at 10750 Laurel Avenue, in the City of Whittier.

**Graduations**

This month, one family graduated from FSS. The total number of FSS graduates to date is 113.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt  
Housing.comm..rpt.032404

**FOR YOUR INFORMATION ONLY**

March 24, 2004

**TO:** HOUSING COMMISSIONERS

**FROM:** MARIA BADRAKHAN, Director  
Housing Management Division



**SUBJECT:** Report on Refuse Removal Policies and Monitoring

This is in response to Commissioner Porter's inquiry at the Housing Commission meeting of February 25, 2004, regarding the hours of refuse removal and the cleanliness and condition of trash dumpsters and surrounding areas at Housing Authority developments.

Refuse collection services are provided by various firms that are contracted to service specific sites by geographic area. It is the Housing Authority's policy that trash collection be completed between the hours of 7:00 AM and 10:30 AM, and this is stated in all refuse removal contracts. Contractors are required to maintain the dumpsters and other related on-site equipment in good condition, and to collect all trash that surrounds the dumpsters and that is scattered during collection. The Housing Authority's contracts also include provisions for regular cleaning of the dumpsters. Area Property Supervisors provide monitoring to ensure compliance with all of the contract specifications.

I hope this information is helpful. I would be happy to provide any additional information requested by Commissioner Porter or other members of the Housing Commission on this matter.



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

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**Gloria Molina**  
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**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

March 24, 2004

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

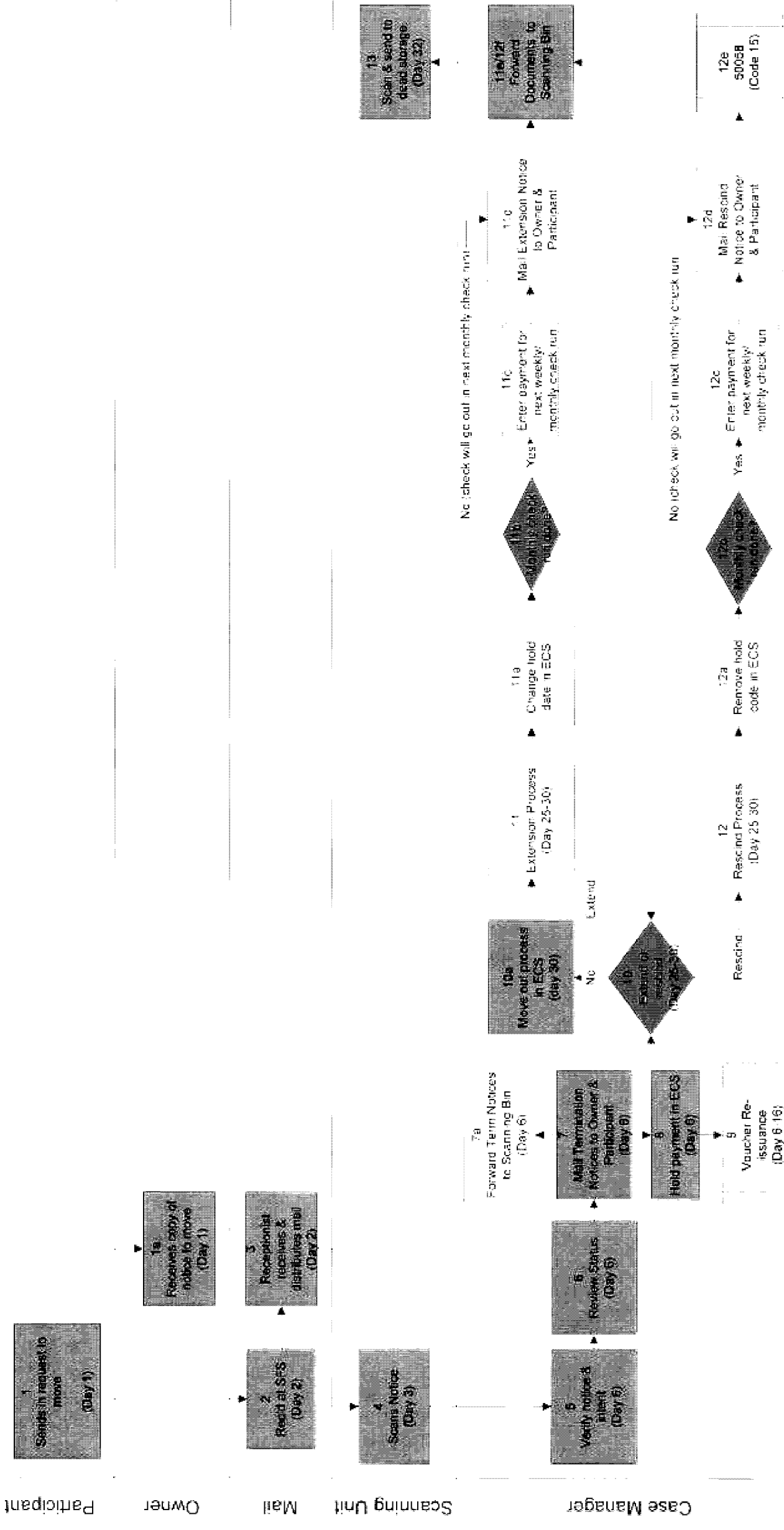
**APPROVE THE AGENCY PLAN FOR THE HOUSING AUTHORITY OF THE COUNTY  
OF LOS ANGELES (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve the attached Agency Plan which consists of a Five Year Plan for Fiscal Years 2004-2008 and an Annual Plan for Fiscal Year 2004-2005, as required by the U. S. Department of Housing and Urban Development (HUD) to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, and the Section 8 Tenant-Based Program Administrative Plan.
2. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign the attached Resolution approving the Agency Plan for submission to HUD, and authorizing the Executive Director of the Housing Authority to take all actions required for implementation of the Agency Plan.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive from HUD a total of \$5,768,891 in Capital Fund Program funds for resident programs, operating costs, and the rehabilitation of 1,337 housing units at six Conventional Public Housing Program developments throughout Los Angeles County, as described in the Agency Plan.



Tenant Termination/Mutual Termination



4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Agency Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director to submit the Agency Plan to HUD by April 17, 2004.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) mandates that the Housing Authority submit to HUD an Agency Plan to update program goals and objectives each year.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. Upon approval of the Agency Plan, the Housing Authority will receive \$5,768,891 in Capital Fund Program funds from HUD for resident programs, administrative costs and housing rehabilitation for the Conventional Public Housing Program. Operating funds for the Conventional Public Housing Program and administrative fees for the Section 8 Tenant-Based Program are allocated through a separate budgetary process.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On October 21, 1998, the QHWRA mandated that all housing authorities submit to HUD an Agency Plan. The Agency Plan identifies goals, major program policies and financial resources for both the Section 8 Tenant-Based Program and Conventional Public Housing Program. It consists of a Five-Year Plan and an Annual Plan.

The Five-Year Plan is a strategic planning document that covers a five-year period. On April 4, 2000, the Board approved the current planning document for the period extending from July 1, 2000 through June 30, 2004.

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies, deconcentration and income mixing plans, income analyses, and other program and management data. This document must be updated each year, and was last approved by the Board on March 23, 2003.

Also included as part of the Annual Plan are the updated Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, and the Section 8 Tenant-Based Program Administrative Plan. Significant changes to these documents are discussed below.

### **Capital Fund Annual Statement**

During Fiscal Year 2003-2004, a total of 826 housing units were rehabilitated at nine Conventional Public Housing Program developments throughout Los Angeles County.

The 2004-2005 Capital Fund Annual Statement summarizes the Housing Authority's plan to use modernization funds to rehabilitate 1,337 housing units at six Conventional Public Housing Program developments throughout Los Angeles County. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed. Also provided is a list of programs and funding for non-modernization activities, including: the maintenance of family learning centers; crime prevention programs; resident self-sufficiency training programs; upgrading of computers; and program staffing.

As authorized by HUD, the Executive Director may amend the Capital Fund Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, and to implement other changes that are in the interests of the Housing Authority and public housing residents. The Executive Director may also implement changes to the Capital Fund Annual Statement in response to changes in federal funding.

### **Admissions and Continued Occupancy Policy for the Conventional Public Housing Program**

The Admissions and Continued Occupancy Policy for the Conventional Public Housing Program sets guidelines to determine eligibility for admission and continued occupancy. The revised document reflects the following five changes.

First, on March 25, 2003, the Board approved acceptance of the identification card issued by the Consulate General of Mexico known as the "Matricula Consular" to establish the true identity of applicants to the Conventional Public Housing Program. In accordance with the requirements and procedures set forth by the Chief Administrative Office, Policy 3.0.50, the Housing Authority will now accept the "Matricula Consular" from the Consulate General of Argentina.

Second, Housing Authority residents currently submit rent payments at the housing development management offices each month. To reduce staffing costs and improve monitoring, the Housing Authority will implement an electronic rent payment system provided through Bank of America, which will permit residents to mail rent payments directly to a post office box administered by the bank. The bank will scan the front of the money order or check, the envelope to verify the postmark and the tear off section of the rent statement. All scanned documents will be uploaded to a secure web site. The Housing Authority will then access and import rent payment data into the Housing Authority Information Systems and Services Incorporated (ISSI) housing software.

Third, in Fiscal Year 2003-2004, HUD reinstated the Community Service Requirement (CSR) under which residents 18 years and older, other than exempt individuals, must perform eight hours of community service per month and/or participate in an economic self-sufficiency program as a condition of receiving housing assistance.

Fourth, residents who currently elect to administer a childcare small family business in their units must be insured in an amount not less than \$1 million and must name the Housing Authority as an additional insured. Residents are licensed by the state and must abide by and assure that childcare clients comply with the applicable terms of the Lease Agreement. In accordance with the revised California Health and Safety Code, Section 1597.531, the \$1 million liability insurance requirement has been removed, and residents must now have one of the following:

- (a) Liability insurance kept in force covering injury to clients and guests in the amount of at least \$100,000 per occurrence; and \$300,000 in the total annual aggregate, sustained on account of the negligence of the licensee or its employees; or
- (b) A bond in the aggregate amount of \$300,000; or
- (c) A file of affidavits signed by each parent with a child enrolled in the home, stating that the parents have been informed that the child care home does not carry liability insurance or a bond according to standards established by the State of California.

For those residents that elect to have liability insurance, the Housing Authority may make a written request to be added as an additional insured party. In accordance with State of California law, the Housing Authority must pay any additional premium assessed.

Fifth, Conventional Public Housing Program applicants can now register for their waiting list and check the status on the Housing Authority's web site.

### **Section 8 Tenant-Based Program Administrative Plan**

The purpose of the Section 8 Tenant-Based Program Administrative Plan is to set forth the policies and procedures that govern the Housing Authority's administration of rental assistance under this program. The revised Section 8 Tenant-Based Program Administrative Plan reflects three changes.

First, as established for the Conventional Public Housing Program, the Section 8 Tenant-Based Program will also accept the identification card known as the "Matricula Consular" from the Consulate General of Argentina.

Second, as provided for Conventional Public Housing Program applicants, Section 8 Tenant-Based applicants can also register for the waiting list and check the status on the Housing Authority's web site.

Third, the following three new local admission preferences have been added to address emergency situations.

Declared Disasters

An admissions preference may be given to bona fide victims of declared disasters, whether due to natural calamity (e.g. earthquake), civil disturbance, or other causes recognized by the federal government. Victims must provide documentation to receive an admissions preference. Admissions preferences may only be given within the allotted timeframe established by the federal government. If HUD provides specific funding for this purpose, the Housing Authority will not exceed the allocated amount.

Government Action

Families or individuals who are certified as displaced due to the action of a federal government agency or other local government agencies may be given an admissions preference.

Law Enforcement Referrals

Victims referred by a law enforcement agency due to domestic violence, or to avoid reprisals or hate crimes may receive an admissions preference.

All local admissions preferences are subject to the approval of the Executive Director and the availability of funding. Also, all applicants will be required to meet Section 8 Tenant-Based Program eligibility requirements.

**PUBLIC HEARING TO APPROVE THE ANNUAL PLAN:**

As required by Section 24 of the Code of Federal Regulations, Part 903.17, a public hearing to approve the Agency Plan must be conducted. Accordingly, copies of the Agency Plan were made available for public review and comment during the 45-day comment period extending from February 4, 2004 to March 19, 2004 at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and the Housing Authority web site. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the 45-day period.

The summary of Public Outreach Regarding the Agency Plan for Fiscal Year 2004-2005, a list of the six Conventional Public Housing Program developments included in the Capital Fund Annual Statement for Fiscal Year 2004-2005, and the Agency Plan for Fiscal Year 2004-2005 are provided as Attachments, A, B, and C, respectively.



Honorable Housing Commissioners  
March 24, 2004  
Page 6

The Resolution approving the Agency Plan has been approved as to form by County Counsel. At the conclusion of the public hearing, public comments approved by the Board will be incorporated into the Agency Plan. The Housing Authority will provide to the Board relevant public comments at the conclusion of the public review and comment period.

**IMPACT ON CURRENT PROGRAMS:**

Submission of the Agency Plan is required by HUD for the receipt of Capital Fund Program funds, and for the continuation of the Conventional Public Housing Program and Section 8 Tenant-Based Program.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

Agency Plan Final 2004

Attachments: 3

## Attachment A

### Summary of Public Outreach

Section 511 of the QHwRA instructs public housing authorities (PHAs) to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Agency Plan, as well as on any significant amendments or modifications. Section 8 Tenant-Based Program participants and Conventional Public Housing Program residents were invited to participate on the RAB to learn about programs included in the Agency Plan and to provide input.

#### **Summary of RAB Activities:**

##### Conventional Public Housing Program

- In July 2003, an Agency Plan presentation was made during the Resident Council Forum to recruit RAB members.
- Resident Council members nominated 10 persons to participate as RAB members to develop the Agency Plan.
- Six public housing RAB meetings took place in various housing developments from October through December 2003.

##### Section 8

- In October 2003, the Section 8 Tenant Talk Newsletter was mailed to all Section 8 participants to recruit volunteers to participate as RAB members to develop the Agency Plan.
- In November 2003, an invitation to volunteer was mailed to current Section 8 RAB members.
- Thirty-one initial responses for RAB participation were received and 20 persons volunteered to participate in the Agency Plan process.
- Four Section 8 RAB meetings took place in November and December 2003.

##### Other Outreach Activities

- A summary of the RAB comments and Housing Authority responses are included in Attachment E of the Agency Plan.
- A written Spanish version of HUD Form 50075, the Agency Plan template, was made available at Public Housing and Section 8 RAB meetings.
- Spanish translators were provided during the Conventional Public Housing and Section 8 RAB meetings.
- In January 2004, a public notice was mailed to all Conventional Public Housing and Section 8 residents notifying them of the 45-day Public Review and Comment Period.
- In February 2004, a public notice announcing the 45-day Public Review and Comment Period was published in the Los Angeles Times, La Opinion, The Daily

- News, Wave Community Newspaper, International Daily News, L.A. Sentinel and the Long Beach Press Telegram. The names of bilingual (Spanish) Housing Authority staff to be contacted were provided in the public notice.
- During the public comment period, the Agency Plan was made available at nine public libraries, 11 housing developments, the South Whittier Community Resource Center, the Housing Authority administrative office in Monterey Park, the Section 8 administrative office in Santa Fe Springs, the Section 8 Lancaster office and the Housing Authority web site.
- Summaries of the Agency Plan were available during the Public Review and Comment Period in Braille, Russian, Korean, Spanish and Mandarin Chinese at the above locations.
- Information regarding the Agency Plan is published quarterly in the Section 8 Tenant Talk newsletter and annually in the Public Housing Info Notes newsletter.

Attachment B

Capital Fund Rehabilitation

<u>Housing Development</u>	<u>Address</u>	<u>District</u>
1. Nueva Maravilla	4919 Cesar E. Chavez Los Angeles, CA 90022	1
2. Triggs Street	4432-4434 ½ Triggs Street Los Angeles, CA 90023	1
3. West 91 <sup>st</sup> Street	1109 West 91 <sup>st</sup> Street Los Angeles, CA 90044	2
4. Palm Apartments	959 Palm Avenue West Hollywood, CA 90069	3
5. West Knoll Apartments	838 West Knoll Drive West Hollywood, CA 90069	3
6. Carmelitos	1000 Via Wanda Carmelitos, CA 90805	4

**Housing Authority - County of Los Angeles**

March 24, 2004

TO: Housing Commissioners

FROM: Jim Becker, Manager  
Assisted Housing Division



**SUBJECT: WHAT HAPPENS WHEN A TENANT WANTS TO MOVE**

Per your request, attached is an outline of the Housing Authority's response to a client's request to move, and the expected timelines therein. These timelines apply to both the responsibility of the client and the Housing Authority in order to ensure that the process runs smoothly.

This item will be on the March 24, 2004 agenda for discussion. If you have any questions, please call me at (562) 347-4663, Ext. 8686.

JB:dt:relocation memo 04

Attachment